



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

Date: June 30, 2014, 1900 hours

Location: Winchester Hall 3rd Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:

Battalion 1 (Marc McNeal):	Present
Battalion 2 (David Remsburg):	Absent
Battalion 3 (Susan Nicol):	Present
Battalion 4 (Randy Williams):	Present
Battalion 5 (Tim Clarke):	Present
Career Rep (Tyrone Jenkins):	Present
Career Rep (Daniel Winters):	Present
Citizen Rep (Eilene Fryer):	Absent
Citizen Rep (Carroll Jones):	Absent

Nonvoting Reps:

Board of County Commissioners (Blaine Young):	Present
Jurisdictional Medical Director (Jeffrey Fillmore):	Present
Fire & Rescue Services (Denise Pouget):	Present
Volunteer Fire & Rescue Assoc. (Eric Smothers):	Present
Local #3666 (John Neary):	Absent

Guest:

Allen Keyser, Deputy Chief/Fire & Rescue Services
Michael Grierson, Deputy Chief/Fire & Rescue Services
John Hahn, Battalion Chief/Fire Marshal/Fire & Rescue Services
Kevin Fox, Captain/Safety/Fire & Rescue Services
Andre Bailey, Lieutenant/Fire & Rescue Services
Troy Grossnickle, Lieutenant/Fire & Rescue Services
Eric Jacobs, Lieutenant/Fire & Rescue Services
Lisa Lessin, Public Safety Educator/PIO/Fire & Rescue Services
Ashley Sklarew, Admin Assistant/Fire & Rescue Services
Tricia Griffis, Director/Internal Audit
Sherry Weakley, Director/IIT

I. CALL TO ORDER:

A. The meeting was called to order at 1900 by Chairperson McNeal.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

A. Absent were:

- a. David Remsburg, Battalion 2
- b. Eilene Fryer, Citizen Representative
- c. Carroll Jones, Citizen Representative
- d. John Neary, President, IAFF Local #3666

III. INTRODUCTION OF GUESTS

A. There were no guests introduced.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion: Moved by Randy Williams to approve the minutes of the April meeting. The motion was seconded by Susan Nicol.

VOTE: YES:6 NO: 0 ABSTAIN: N/A PASSED

V. BOARD MEMBER COMMENTS

A. There were no Board Member comments.

VI. PUBLIC COMMENTS

A. There were no public comments.

VII. EX OFFICIO MEMBER REPORTS

A. BOCC Liaison-Blaine Young:

- 1. FY 2015 Enacted Budget.** Mr. Young provided highlights on the FY 2015 Operating Budget that was adopted during the prior week. He noted that there were no major changes. County employees, for the first time in six years, will receive a two (2) percent cost-of-living-adjustment (COLA) raise. There will be five (5) additional Deputies authorized for FY 2015. Funding was increased for the Department of Aging and for the Volunteer Incentive Fund. The Board also ratified the contract with the IAFF Local #3666.
- 2. Volunteer “Executive Director-type” Position.** The Board is awaiting a letter from the Volunteer Executive Board pertaining to the establishment of a new paid Volunteer “Executive Director-type” position. The incumbent to the position would be a County employee but he or she would work at the pleasure of the Volunteer Executive Board. Mr. Young expects to receive the letter from the Volunteer

Executive Board in the next 7-10 days. The new position would be funded with funds from the DFRS base budget.

- 3. Emmitsburg Ambulance Company Suspension.** The Commissioners heard from the Emmitsburg Ambulance Company. The Company continues in a suspension mode. The Company's FY 2015 budget of approximately \$96,000 has been suspended while the Company addresses the pending issues pertaining to adequate Company staffing. The Company has 90 days to resolve the issues. In the meantime, Company 6 has been recognized as first-due and can receive subscription and ambulance billing money. Mr. Young noted that members of the Volunteer Association are working with the Company and that once the Company has identified the necessary ten (10) volunteers, the Volunteer Association will be expected to certify that list. Mr. Young stated that if the Company's list of ten (10) is certified, then the Board could allow the Company to respond to incidents as a second-due.

B. Jurisdictional Medical Director-Dr. Jeffrey Fillmore: There was no report

C. Director of DFRS-Denise Pouget:

- 1. Maryland State Firemen's Association Convention.** Chief Pouget attended the Maryland State Firemen's Association Convention in Ocean City and noted that the Convention provided proud moments for Frederick County, including awards for County Volunteers. David Keller was sworn in as President of the Association. Mr. Keller is the third Frederick County Volunteer to have held the position of President.
- 2. Honor Guard.** Chief Pouget met with members of the Honor Guard and agreed to secure new uniforms and new flags for the unit.
- 3. Thurmont "Fire-Side Chat."** The meeting was well-attended. The Chief's plan is to introduce TERP to all Stations, although she noted that the introduction may take some time.
- 4. Walkersville Parade.** The Chief accepted an invitation to participate in the Walkersville holiday parade.
- 5. Operations Meeting.** The future of the Special Projects groups was discussed. Matt Staley will lead the Quality Assurance Project Team, facilitating third party testing for next year.
- 6. Blueprint.** Advisory Board members were e-mailed copies of the draft Blueprint and supporting documentation just prior to the commencement of today's meeting. The Blueprint focuses on the analysis performed in FY 2014 that focused on the Frederick County Fire and Rescue firefighter and medic health and safety. The Blueprint lays out the basic direction and focus pertaining to health and safety.

The Chief urged Board members to review the draft Blueprint and to ask questions and provide comments.

7. **Ten-Year Plan.** The Chief provided highlights of the content of the Plan. She noted that the Plan had been edited, but was awaiting review and comments by the Department of Public Works, a partner with Fire and Rescue in several endeavors. Their comments should be received by July 16.
8. **Accreditation.** The Chief discussed plans to achieve accreditation of Frederick County Fire and Rescue Services by the Commission on Fire Accreditation International. The Chief looks at the accreditation process as an excellent model for delivery of services to County residents, workers, and visitors. It would be a living internal consultant's report to ensure that Frederick Fire and Rescue stays focused on continuous improvement via universally-accepted performance criteria. The results can be used to benchmark Frederick County against the "best-of-the-best." The Chief noted that the Blueprint will contribute to the achievement of County Fire and Rescue accreditation. Accredited departments must demonstrate competencies in ten (10) areas. There are 192 accredited agencies.
9. **Middletown Replacement Fire Station.** Mr. Young asked about the status of the Middletown replacement station. Discussions between the County and the Station appear to be in a stall. County funds have been appropriated for a new Middletown Fire Station. The proposed cost of a new station is over-budget by approximately \$2 million; the Board of Commissioners offered an extra \$1 million, recognizing that there were site issues. Chief Pouget noted that there were a series of meetings on the station to work on compromises and that some good ideas were proposed. There was a recommendation to hold meetings among DFRS, the Volunteer Association, representatives from the Advisory Board, and Middletown Station representatives over the next two weeks to resolve outstanding issues. If there was no resolution as a result of the meeting, the next Advisory Board meeting would address the issues with the presence of representatives of Middletown. The Advisory Board could recommend to the Board of Commissioners to either proceed with the Station construction or to delay the Middletown project and reprogram FY 2015 funds to another station with ready-to-proceed plans in place. The latter option would provide Middletown with additional time to work out the pricing issues, while still reserving funds for a future Station.

D. Frederick County Volunteer Fire and Rescue Association-Eric Smothers.

1. **Maryland State Firemen's Association Convention.** The Association welcomes David Keller as the new President of the Maryland State Firemen's Association. Dave will represent Frederick

County well. Recognition of Volunteers who received awards at the Convention will take place at the next Association meeting on July 17.

- 2. Gear-Up Recruitment.** A new individual has been brought in for Gear-Up recruitment and retention using funds provided by the Federal SAFER Grant. The individual has been working for approximately three (3) weeks. Plans call for meetings with businesses, attendance at local community gatherings, wide use of media, distribution of posters, etc. Mr. Smothers noted that there has taken place considerable discussion on the Gear-Up program. The SAFER grant focuses on Firefighter I certifications. Several County Stations require EMT certification first; in order to take full advantage of the SAFER grant, these individuals will be encouraged to take Firefighter I training.
- 3. Emmitsburg Ambulance Company 26.** The Association met with the Ambulance Company to discuss the list of ten (10) requirement. The Association noted that the Corporation management must ensure that there are sufficient numbers certified on their list of ten (10) for continued viability. The Association could only validate three (3), on a list of seven (7) that was provided by the Company. The Company has 90 days to become compliant with County regulation. It was noted that Medic requirements are found in County, State and Federal regulations and are not necessarily summarized in a single ordinance. A concern was expressed that the scattering of Medic requirements among multiple sources could cause confusion and could adversely affect Board of Commissioners decisions, should litigation ensue. The Association agreed to present documentation on their assessments of the credentials of Company Medics at the next meeting. Mr. Young also stated that the Company has been regularly offered assistance from the County to resolve the issues. Mr. Smothers noted that he and the Fire Chief had met with the Company, explained what was needed to secure certification, and were still awaiting response from the Company.

E. Career Firefighters Association of Frederick County MD, Local #3666-John Neary. No report.

VIII. COMMITTEE REPORTS

A. Operations Committee-Deputy Chief Allen Keyser: The Committee met on June 24, 2014.

- 1. Radio Program.** Portable radios last about ten years. Looking to purchase the Apex-style radios. Actively working with the program selections. A Work Group has been established and formed.
- 2. Safe Vehicle Response.** There were 84 accidents over the last four (4) years involving Frederick County Fire and Rescue equipment. Recommended response speed for County Fire and Rescue vehicles is

15 MPH over the posted speed limit and was voted to become policy for County Fire and Rescue vehicles.

3. Local Emergency Planning Commission (LEPC): A planned exercise in Brunswick with CSX to address railroad incidents was postponed due to a railroad accident in southern Maryland. New dates are being discussed with CXS.

4. Wildland Firefighting Team. The trailer has been renovated, upgraded, and is ready to go. Motion was passed to put the Wildland Team back into service for local incidents.

B. Planning and Research Committee-Mr. Smothers. The Committee will meet in September 2014 to assess equipment and stations, similar in nature to the assessment of personnel issues.

C. Emergency Medical Services Committee-Mr. Smothers. Very quiet. A discussion ensued regarding mentoring of Medics, especially new Volunteer Medics. Mr. Smothers noted that through the Gear-Up program, a Medic mentoring program would be a positive factor in retaining Volunteer Medics.

D. Budget Committee. No report.

E. Training Committee. No report.

F. Other

IX. Discussion Items:

A. Old Business

1. Update on Fire/Rescue Service Initiatives and Projects:

a. **Significant Issues.** Chief Pouget had distributed a document (reference Attachment A) with detail on Significant Issues Identified for the Fire-Rescue Advisory Board Work Plan.

b. **Mobile Data Terminals (MDTs)-Battalion Chief Rusty Hahn.** The MDT Group held meetings with the Volunteer Chiefs on June 12 to brief them on the status of the program. The order of the MDT installations was finalized with CSP and Procurement; the first six (6) MDTs are being imaged and configured. The remaining MDTs will arrive within the next 30-45 days. The Fire configuration began on June 24 and lasted for three (3) days. The configuration is 90% complete and should be finalized by July 7. There will be a two-day "train-the-trainer" class conducted during the week of July 28. MPS cut-over is tentatively set for September 22, 2014, if all goes well on all County levels. MDT training will be conducted at the Training Facility; training will be offered during the day, in the evening, and on weekends to accommodate all schedules. Concurrent with

training, installation of the docking stations and antennas will take place. The goal is to complete all activity by January 1, 2015.

- c. **Audits-Tricia Griffis, Director/Internal Audit.** Ms. Griffis reported first on the **Apparatus Audit** which has been finalized, copied to all members of the Advisory Board, and published on the County website. The **Gear Inventory Audit** is in draft form and includes recommendations on the warehouse and on the stations. Ms. Griffis highlighted several recommendations. Implementation of a gear inventory system is recommended and would include information to include where the gear is located, to who is the gear assigned, and gear serial numbers and manufacture dates. An annual audit of the inventory at the warehouse and stations is also recommended. A reliable inventory system would provide DFRS with information on when new gear is needed while keeping warehouse inventory low. Old gear at stations, identified within the audit, should be gathered and returned to the warehouse for disposal. Approximately \$100,000 of 2007-vintage gear was located in the warehouse and should be put out right away and perhaps used for training. The audit identified significant numbers of boxes of uniforms. It is recommended that these uniform items be distributed as soon as possible. Another recommendation could be to move the Logistics Warehouse to the DFRS headquarter area. Security is weak at the warehouse, i.e., rear doors are open and operate without security cameras. This makes the warehouse susceptible to theft of property. Enhanced security is required at the warehouse. There is also a recommendation that routine inventory of gear shall occur at all stations to ensure that firefighters are using proper gear and to limit County liability. Not all station volunteers are active firefighters; hence, options should be considered for alternative gear for these volunteers given tight County budgets. While completing the gear audit, Ms. Griffis also initiated an **Apparatus Inventory**. A main inventory listing will be completed shortly and will be sent to DFRS for transmission to the Stations for verification. Maintenance of the list will allow DFRS to better manage all apparatus and will assist Risk Management in maintaining accurate insurance records. An **Overtime Audit** is also in process. An analysis of FYs 2013 and 2014 has been undertaken to determine how and where overtime has been taken. Ms. Griffis is also examining Telestaff operations and overtime policies. Ms. Griffis has engaged a contractor, Cotton and Company, to undertake an agreed-upon-procedures report on **Fire and Rescue financial transactions**. The focus is on cash disbursements for FYs 2012-2014.
- d. **Records Management-Deputy Chief Michael Grierson.** There was a meeting with the Firehouse software vendors to discuss a possible web-based system so that access could occur from any authorized computer. Currently awaiting a response from Firehouse.

- e. **Safety Update-Captain Kevin Fox.** Captain Fox presented safety statistics for the first half of calendar year 2014. There were 46 vehicle accidents; for the same period last year there were 43. The increase could be ascribed to snow weather events. Fire and Rescue will work with Highways to reduce accidents with snow plows. There have been 53 injury reports to date; for the same period last year there were 63 injury reports. There have been two (2) exposure reports in the past two (2) months. The Safety Office will undertake efforts to increase training on exposures. There will be a new insurance company, VFIS, that also provides significant training opportunities. Additional smoke alarms have been provided by Costco. The alarms are distributed by stations to residents in need of the alarms. Physicals for Volunteers will be offered on July 12 from 08:00 to 12:00 and on August 20 from 15:00 to 20:00. Because firefighters are susceptible to certain types of cancer, a focus will be on training for decontamination of gear and equipment, on cleaning of gear after an incident, and on cleaning certain skin areas exposed to carcinogens.

2. **Approval of Outstanding Policies and Procedures:**

- a. **Policy Updates Deputy Chief Michael Grierson.** Deputy Chief Grierson reported on the status of policies. A listing is provided in Attachment B.
- b. Approval of Policies:
 - i. **Motion:** Moved by Tim Clarke to approve policy 1.04.03, Safe Vehicular Response Travel and Scene Operations. The motion was seconded by Firefighter Daniel Winters.

VOTE: YES: 6 NO: 0 ABSTAIN:N/A
PASSED

- 3. **Update on Communication Process and Tools.** Mr. Williams reported on progress to date. Sherry Weakley, Director of IIT, provided some initial recommendations on improving communications. The IIT recommended several cloud-based options. A date and time to meet with IIT needs to be set. Ms. Weakley noted that Fire and Rescue already has several operational websites, e.g., for career staff, for volunteers and for the Advisory Board, and that there needs to be a link among the sites for easy access by all Fire and Rescue personnel.

B. New Business

- 1. **Feedback and Input Regarding Ordinance 13-01-629.** Advisory Board comments were requested by June 15, 2014. There were just a few comments. Companies will be re-solicited for comments by July 29, 2014.

X. ACTION ITEMS

- A. No action items**

XI. ADJOURNMENT

Motion: Moved by Randy Williams to adjourn the meeting. Second by Tim Clarke.

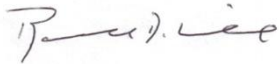
VOTE: YES: 6 NO: 0 ABSTAIN: N/A PASSED



Marc McNeal, Chair

8/4/14

Date of Approval



Randy Williams, Vice-Chair

8/4/14

Date of Approval